

# MARYLAND ARMY NATIONAL GUARD



## OFFICER CANDIDATE SCHOOL ENROLLMENT GUIDE

FY07 EDITION



# **Maryland Army National Guard Officer Candidate School**

## **Mission Statement:**

**1<sup>st</sup> BN (OCS), 70th Regt. (LDR) trains and evaluates candidates in the fundamentals of leadership and basic military skills to commission Reserve Officers in the United States Army, National Guard and Army Reserve.**



# **OCS ENROLLMENT GUIDE**

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## **CHAPTER 1**

### **OFFICER CANDIDATE SCHOOL ENROLLMENT GUIDE INTENT**

The intent of this Officer Candidate School (OCS) Enrollment Guide is to provide guidance to the Commander, the Unit, and the individual intending to attend an upcoming Maryland National Guard OCS Class. This guide out-lines the responsibilities of those involved in the recruiting, selection and preparation of prospective officer candidates and their packets. The ultimate goal is to ensure that eligible candidates have submitted the most comprehensive packet possible in order to attend and complete OCS training, therefore can then returning to the unit as commissioned officers.

### **MAJOR SUBORDINATE COMMAND RESPONSIBILITIES**

It is the responsibility of Major Subordinate Commands to ensure the Adjutant General's OCS recruiting guidance is met, compile a roll up of those who will be attending the recruiting/orientation weekend, and forward the rollup to the Officer Candidate School.

### **COMMANDER'S RESPONSIBILITIES**

The unit commander is initial responsible to ensure his soldiers are aware of their opportunity to seek a commission through the state OCS program. The commander is also responsible to review the prospective candidate's packet and approve their attendance at OCS. The commander should ensure that the individual has recently passed their Army Physical Fitness Test (APFT) and has met Height/Weight standards. The commander should review the candidate's potential to achieve the required certified college credit hours (60 hours prior to Phase I and 90 hours prior to graduation). The commander should ensure that the candidate has passed a Chapter 2 [Commissioning] Physical within 2 years of their projected commissioning date, or has been scheduled by the unit to complete one at the Military Entry Processing Station (MEPS) or a Military Treatment Facility (MTF). The commander should also verify that the candidate has a SECRET or higher security clearance, or has submitted the request for clearance. The commander will need to submit the packet with any waiver requests necessary for the candidate to attend OCS.

When all requirements are met, the commander should speak with the candidate about their desire to seek a commission and encourage them to begin researching their choices for branch assignment. If the commander is satisfied that the candidate meets or will meet the requirements and has the potential to become a commissioned officer, the commander will submit a memorandum of recommendation for attendance of OCS which will be included as the coversheet to the candidate's packet.

Finally, OCS is both a mentally and physically demanding course. It is the commander's responsibility to track the candidate's progress and to make themselves or their platoon leaders available as a mentoring source for the candidate.

### **OVERVIEW OF RESPONSIBILITIES**

1. Brief/Recruit potential officer candidates at unit level
2. Review packet
3. Submit waivers
4. Submit recommendation memorandum
5. Provide a mentoring leader source for the candidate (Senior Candidates)
6. Insure candidate's packet is completed before submitting to 1<sup>st</sup> BN (OCS), 70<sup>th</sup> Regt (LDR).

## **CHAPTER 2**

### **OFFICER CANDIDATE SCHOOL TRAINING**

There are two programs offered at the Officer Candidate School; the Traditional Program and the Accelerated Program. Both programs consist of a Pre-OCS (Phase 0), Phase I, II & III. A brief overview follows.

**Pre-OCS (Phase 0)** is primarily focused on completing Pre-Requisite Packets and providing training to better prepare candidates to attend and complete Phase I training. Training conducted at Pre-OCS (Phase 0) includes Drill & Ceremonies, Physical Fitness, Leadership and Land Navigation. For those candidates attending the Accelerated Program, it is also the time to determine branch selections and complete Fed-Recognition Packets for review prior to commissioning.

**Phase I** focuses on the foundations of leadership. It is physically demanding and teaches the importance of teamwork and leadership responsibility. The primary events at Phase I are the Land Navigation course, the FLX, and the 5 mile forced road march.

**Phase II** focuses on the major coursework of OCS. Subjects include Leadership, Field Artillery, Military Intelligence, Combat Service Support, Communications, and Tactics. Physical Fitness requirements are continuous and there are several road marches culminating in a 10-mile forced road march.

**Phase III** focuses on leadership in a tactical environment. Candidates will spend the majority of their time in the field conducting squad, platoon and company missions. The primary goal is the assessment of the Candidate's ability to lead a platoon in a combat environment.

### **TRADITIONAL**

Traditional OCS Candidates attend Pre-OCS (Phase 0) for 3 months in IDT status, followed by Phase I as their Annual Training (AT) the first summer. Then they drill in an IDT status for Phase II (48 UTA's) until the following summer. Then they attend Phase III as their (AT) the second summer. Phase III in Alabama completes this training.

Traditional Candidates receive the advantage of being able to train in an IDT status. This gives them the opportunity to plan and conduct leadership training in a manner similar to what they will be expected to do once they are commissioned and assigned to a unit.

Contact the 1<sup>ST</sup> BN (OCS), 70<sup>TH</sup> REGIMENT (LDR) in regards to specific dates.

### **ACCELERATED (Winter & Summer)**

Accelerated OCS Candidates attend Pre-OCS, followed by Phase I, II & III for a total of 8 continuous weeks of training. This completes their training and they graduate.

Accelerated Candidates receive the advantage of being able to attend and complete their training in 8 weeks. College students or those who need to meet the constraints of age limitations for commissioning may prefer this option.

Contact the 1<sup>ST</sup> BN (OCS), 70<sup>TH</sup> REGIMENT (LDR) in regards to specific dates.

## OCS ENROLLMENT PRE-REQUISITE PACKET INSTRUCTIONS

This instructional list should be used as a guide to explain the documents required and in which order they should be organized and placed in the final packet to be submitted. The Pre-Requisite Checklist should be used as a working document and placed in the final packet as the cover sheet.

1. **Personal Data Sheet**, This sheet provides needed information in the event of an emergency.
2. **Application For Enrollment to OCS**, Candidates must complete (OCS Form). In addition, include the Unit Commander's Letter of Recommendation.
3. **Social Security Card**, provide a photocopy of candidate's social security card.
4. **TDY/Travel Orders**, Documents needed for this section (Completed by 1ST BN (OCS), 70TH REGT (LDR))
5. **Attachment Orders to State Training Organization**, (Completed by 1ST BN (OCS), 70TH REGT (LDR))
6. **Promotion/Advancement Orders to Officer Candidate-E6**, (Completed by 1ST BN (OCS), 70TH REGT (LDR))
7. **Birth Certificate**: candidates need to provide a photocopy of their birth certificate. No other documentation is acceptable for U.S. born citizens. **Naturalization Certificate**, if the candidate is not U.S. born and has naturalized they must provide a letter or memo from the commander stating that they have seen or verify that the soldier is a naturalized citizen. **ONLY US CITIZENS ARE ELIGIBLE FOR COMMISSION.**
8. **Age Waiver**: If the candidate will have reached their 30<sup>th</sup> birthday prior to commissioning they will need an age waiver. Over 30 but less than 35 can be approved by TAG authority. Those who will have reached their 35<sup>th</sup> birthday prior to commissioning will need an NGB waiver. **Included with Age Waiver Worksheet**. NGB WILL NOT waive anyone who will be 40 prior to commissioning.
9. **Proof of Citizenship** (If Applicable) If not a U.S. Citizen, proof of naturalization must be provided. **If the soldier has not provided proof of naturalization, he can not be granted an interim clearance. Do not try to enter a clearance, this will only delay his citizenship.**
10. **Name Change Document**: (If Applicable) If Soldier's name has changed by marriage or other; documentation must be provided.
11. **Commissioning Physical**: Candidates must have a Chapter 2 Commissioning Physical, which was completed less than two years from the date they will be commissioned. If older than 12 mo. include an annual medical certificate signed by authorized medical personnel
12. **Medical Waiver** – Anyone who has any medical issue that prevents them from passing a Chapter 2 Physical will need to have a waiver approved prior to their physical being approved. All candidates MUST PASS THE ARMY APFT TO STANDARD, NO PROFILE EXCEPTIONS ALLOWED.
13. **TAG Letter (Exception to Policy – Chapter 2 Physical)** – If applicable; any exception to policy letter concerning physicals must be included.

14. **DA 705/APFT Scorecard**, candidates will need a photocopy of their most current passing PT card (Current within 60 Days of Phase 1 (Completed by 1ST BN (OCS), 70TH REGT (LDR))
15. **DA 5500-R or DA 5501-R (As Required)**: Body Fat Content Worksheet.
16. **Official College Transcript**: (Cannot state "Issue to Student") this should be their most current transcript. It must be from an accredited college and mailed directly to 1ST BN (OCS), 70TH REGT (LDR). If they do not meet the college requirements for enrollment or for commissioning, they need to write a brief statement of how they intend to resolve this issue prior to Phase I and/or commissioning.
17. **GT Score Proof**: Candidates must have a GT of 110 or greater shown on a copy of official testing results. Those who do not meet this requirement will have an opportunity to retest during Pre-OCS (Phase 0) Training.
18. **DD214, DD 220, NGB 22 Proof of BCT & AIT** showing completion of basic training from any branch of service. Candidate must have proof of completion of AIT or MOS producing school from another branch of service; OCS enlistment options must have full copy of OCS enlistment option contract. Must be certified copy.
19. **Non-Completion of AIT Waiver**, (As Required) if candidate did not complete AIT (Advanced Initial Training) and is not an OCS enlistment option candidate, may need waiver request completed.
20. **OCS State Enlistment Option**, a copy if Applicable (DA Form 1966)
21. **Secret Clearance Letter**, Obtain the Clearance Verification letter from G-1 (Security Officer). If candidate possesses an Interim Clearance a "Statement of Understanding" is required.
22. **Criminal Conviction** – Any candidate who has been convicted of a crime, as an adult or a juvenile, including DUI, will need a waiver. This includes traffic offenses resulting in a fine greater than \$300.00 or any jail time.
23. **NGB Form 62-E**, TYPED by home unit, candidate signs with complete signature, full name, no initials. Leave branch and unit assignments blank. Make certain criminal history, etc. matches waivers included in packet. (Please note that an electronic copy of info should also be provided)
24. **ETS Date**, (Must be later than end of OCS course). Soldier/Candidate's ETS Date must go beyond the course graduation date. (PLEASE INCLUDE PQR & INSURE PQR REFLECTS ETS DATE BEYOND COMMISSIONING)
25. **Applicant's Statement to Attend Officer Basic Course**, see example
26. **Statement of Officer Candidate**, see example
27. **Medical and Dental Records**, candidate must submit a complete copy of all records.

## UNIT'S RESPONSIBILITIES

The unit is responsible to initiate the prospective candidates' Pre-Requisite Packet prior to the unit commander's review. The unit should review and initiate all documentation as needed in order to meet the requirements to attend and graduate OCS. While it is the candidate's responsibility to provide much of this documentation, it is the unit's responsibility to ensure the packet is complete and meets the standard. It is acceptable for a candidate to attend Pre-OCS (Phase 0) training while anticipating completion of additional college credits, security clearance approval, waiver approval and completion of physical exam. All of these items should be initiated as soon as possible to insure the chances of the candidate meeting the requirements before Phase I training begins.

The completed packet should contain all of the required documentation. If any documentation is missing, in its place should be a memorandum reflecting how the deficiency will be corrected. In the case of missing *Request for Waiver* or *Security Clearance*, a copy of the request must be in the submitted packet. When sending packets to OCS, **DO NOT** include drop files or any additional paperwork in excess of what is required by this guide. **DO** include the candidate's original medical file.

The unit is also responsible for ensuring the candidate has all the required uniforms and equipment as outline in the current enrollment guideline OCS Packing List.

### **Additional Instructions:**

Assemble the Application for Enrollment by including:

- Completed Application (OCS Application State Level) with 70<sup>th</sup> Regt (LDR) Officer Candidate Selection Board Interview (if review board is conducted)
- Letter of Recommendation

## OVERVIEW OF RESPONSIBILITIES

1. Conduct Diagnostic APFT, Ht/Wt requirements
2. Screen for college credits (60 hours for Phase I / 90 hours for Commission) **original sealed copy of transcripts from accredited college or university**
3. Verify or schedule a commissioning physical (Chapter 2)
4. Verify or submit SECRET security clearance request (candidate may be granted a interim clearance )
5. Send DD 369 with completed criminal history check for last ten years. (Completed within 6 months of applying for the OCS Program)
6. Verify ETS beyond commissioning /
7. Verify need for waiver requests; if needed, draft and attach.
8. Complete TYPED NGB 62-E (include electronic copy)
9. Provide a copy of the candidate's current PQR.
10. Ensure candidates arrive with the complete Uniform & Equipment Packing List Items.
11. Ensure all other documentation required is included and to standard.



## **CANDIDATE'S RESPONSIBILITIES**

It is the Candidate's responsibility to indicate their intent to attend OCS, and to provide any documentation needed in a timely manner to the unit to aid in the completion of their packet. It is also the candidate's responsibility to maintain the mental and physical requirements necessary to be successful at OCS. OCS is a mentally and physically demanding course which, when completed successfully, may result in satisfying and rewarding career as a commissioned officer in the Maryland Army National Guard. By completing the packet as early as possible the soldier will be better able to focus on what will be some of the most rewarding training in their career.

Candidates are encouraged to find the officer in their unit who is assigned to mentor them throughout their training. The company grade officers at each unit have experienced similar training and have the experience and knowledge to provide mentoring as required.

### **OVERVIEW OF RESPONSIBILITIES**

1. Pass Diagnostic APFT, Ht/Wt requirements.
2. Possess or complete necessary College Credits (60 hours to attend Phase I / 90 hours for Commission).
3. Pass a Chapter 2 Commissioning Physical prior to arrival.
4. Possess a SECRET security clearance or submit a request to obtain a clearance thru unit prior to arrival.
5. Send DD 369 with completed criminal history check for last ten years. (Completed within 6 months of applying to the OCS Program).
6. Have an ETS beyond commissioning date.
7. Request about any waiver issues, the earlier they're submitted the better.
8. Assist your unit in completing a TYPED NGB 62-E. (Include electronic copy)
9. Ensure all other documentation required is provided to your unit.
10. Ensure your unit provides you with the complete Uniform & Equipment Packing List
11. Complete a typed autobiography per the guideline guidance.
12. Stay in contact with your unit and follow up as necessary.
13. Seek guidance from commissioned officers.

## OCS STUDENT ENROLLMENT PREREQUISITE CHECKLIST

NAME (LAST, FIRST, MI) \_\_\_\_\_ SSN \_\_\_\_\_ UNIT/STATE \_\_\_\_\_

\_\_\_\_\_ APPLICATION FOR ADMISSION TO OCS (AND/OR ATRRS)

\_\_\_\_\_ SSN CARD (COPY)

\_\_\_\_\_ ATTACHMENT ORDERS TO STATE TRAINING ORGANIZATION

\_\_\_\_\_ PROMOTION ORDERS TO E6 FOR E5's AND BELOW (PROMOTION TO E5 FOR ARMY RESERVE SOLDIERS)

\_\_\_\_\_ BIRTH CERTIFICATE (COPY) DOB: \_\_\_\_\_ AGE AT COMMISSIONING \_\_\_\_\_

\_\_\_\_\_ AGE WAIVER (AS REQUIRED) DATE COUNSELED \_\_\_\_\_ DATE REQUESTED \_\_\_\_\_ DATE APPROVED \_\_\_\_\_

\_\_\_\_\_ PROOF OF CITIZENSHIP (IF APPLICABLE)

\_\_\_\_\_ NAME CHANGE DOCUMENT (IF APPLICABLE)

\_\_\_\_\_ CHAPTER 2 COMMISSIONING PHYSICAL (INCLUDING DAT AND HIV TEST RESULTS) (SF 88/93 OR DD 2808/2807-1)

DATE: \_\_\_\_\_ HT/WT: \_\_\_\_\_ / \_\_\_\_\_ CURRENT BODY COMPOSITION \_\_\_\_\_ % MAX ALLOWANCE: \_\_\_\_\_

\_\_\_\_\_ TAG LETTER (EXCEPTION TO POLICY-CHAPTER 2 PHYSICAL) (IF APPLICABLE)

\_\_\_\_\_ MEDICAL WAIVER (AS REQUIRED) DATE COUNSELED \_\_\_\_\_ DATE REQUESTED \_\_\_\_\_ DATE APPROVED \_\_\_\_\_

\_\_\_\_\_ AMC DA FORM 7349-R (IF APPLICABLE) (CHAPTER PHYSICAL IF MORE THAN 1 YEAR OLD) (FILE IN PART VI)

\_\_\_\_\_ DA FORM 705 WITH PASSING APFT SCORE WITHIN 60 DAYS OF PHASE I

\_\_\_\_\_ DA 5500-R OR DA 5501-R (AS REQUIRED) HT/WT \_\_\_\_\_ / \_\_\_\_\_ BODY COMPOSITION \_\_\_\_\_ % MAX ALLOWABLE \_\_\_\_\_ %

\_\_\_\_\_ COLLEGE TRANSCRIPT: RAISED SEAL TRANSCRIPT COMMISSION (MIN OF 60 SEMESTER HOURS/ 90 SEMESTER HOURS AOCS)

OFFICIAL TRANSCRIPT \_\_\_\_\_ QTR HRS \_\_\_\_\_ SEM HRS \_\_\_\_\_ DEGREE \_\_\_\_\_

\_\_\_\_\_ GT SCORE (MIN 110) ANNOTATED ON DA FORM 2-1 OR ENLISTMENT CONTRACT \_\_\_\_\_ (SCORE) (NON-WAIVERABLE)

\_\_\_\_\_ DD 214 (Certificate of release or discharge active duty) / DD 220 (Active duty report) / NGB 22 (Report of separation and record of service)  
REFLECTING ALL NATIONAL GUARD, USAR & ACTIVE DUTY TOURS (MUST REFLECT COMPLETION OF BCT AND AIT)

\_\_\_\_\_ WAIVER FOR NON-COMPLETION OF AIT (IF REQUIRED) / 1 YEAR SERVICE

DATE COUNSELED \_\_\_\_\_ DATE REQUESTED \_\_\_\_\_ DATE APPROVED \_\_\_\_\_

\_\_\_\_\_ OCS STATE ENLISTMENT OPTION COPY IF APPLICABLE (DA FORM 1966)

\_\_\_\_\_ DA FORM 873 (SECURITY CLEARANCE) VERIFICATION LETTER OR COPY OF REQUEST FROM (EPSQ FORM SF 86) INDICATING  
THE CLEARANCE IS SUBMITTED TO TAG

DATE COUNSELED \_\_\_\_\_ DATE REQUESTED \_\_\_\_\_ DATE APPROVED \_\_\_\_\_

\_\_\_\_\_ CONVICTION WAIVERS AS OUTLINED IN NGR 600-100

DATE COUNSELED \_\_\_\_\_ DATE REQUESTED \_\_\_\_\_ DATE APPROVED \_\_\_\_\_

\_\_\_\_\_ NGB 62 DRAFT (PAGES 1-4)

\_\_\_\_\_ ETS DATE (MUST BE LATER THAN END OF COURSE) (PQR OR EXTENSION CONTRACT)

REMARKS: \_\_\_\_\_

NOTE: Applicants requiring a waiver may attend the ARNG State OCS Program pending approval of the waiver. The applicant must sign a counseling statement accepting relief from the course without prejudice if the waiver is disapproved. A copy of the waiver request and the signed counseling statement is maintained in the applicant's OCS Candidate record.

DATE LAST UPDATED: \_\_\_\_\_ BY: \_\_\_\_\_

Oct 06

# APPLICATION FOR ENROLLMENT OFFICER CANDIDATE SCHOOL

For use of this form see AGR 351-2, NGR 351-5, and NGR 600-100; the proponent is 1st BN (OCS), 70th Regiment (LDR)

1. NAME:		2. RANK:		3. SSN:		4. PMOS:		5. SMOS:		6. AMOS:	
7. HOME ADDRESS:				8. CITY/STATE/ZIP:				10. HOME PHONE:			
								11. WORK PHONE:			
12. DOB:		AGE:		* AGE WAIVER REQUIRED?		13. PLACE OF BIRTH:		US CITIZEN BY BIRTH?		YES NO	
				YES NO (NGR 600-100)				*NATURALIZED CITIZEN?		YES NO	
14. MARITAL STATUS:				15. # DEPENDENTS:		16. RACE (for statistical purposes):					
Married <input type="checkbox"/> Divorced <input type="checkbox"/> Single <input type="checkbox"/>											
17. MILITARY UNIT:				18. ADDRESS:				19. CITY/STATE/ZIP:		20. PHONE:	
										21. UIC/PRN:	
22. PEBD:		24. DOR:		25. DATE ENL NG:		26. PRIOR SVC:		27. BRANCH of SVC:		28. AGR: <input type="checkbox"/> YES <input type="checkbox"/> NO	
23. ETS:										29. TECH: <input type="checkbox"/> YES <input type="checkbox"/> NO	
30. GT SCORE:		31. SAT/ACT SCORE:		32. SECRET CLR:		33. HT:		34. WT:		35. DATE OF LAST PHYSICAL:	
				<input type="checkbox"/> YES <input type="checkbox"/> NO						36. TYPE OF PHYSICAL:	
37. COLLEGE DEGREE:				38. # CREDIT HOURS:		39. CURRENTLY ENROLLED: <input type="checkbox"/> YES <input type="checkbox"/> NO					
<input type="checkbox"/> YES <input type="checkbox"/> NO						NAME OF SCHOOL:					
40. HAVE YOU BEEN CONVICTED OF A CIVIL OFFENSE? (DUI, etc.) If so, complete items below.											
OFFENSE:		DATE(s):		LAW ENFORCEMENT AGENCY:				COURT ACTION:			
41. DOCUMENTS TO BE INCLUDED WITH APPLICATION											
<input type="checkbox"/> CDR's RECOMMEN- DATION	<input type="checkbox"/> COPY OF DA FORM 2-1	<input type="checkbox"/> COPY OF CURRENT PHYSICAL	<input type="checkbox"/> TYPED CANDIDATE AUTOBIOGRAPHY	<input type="checkbox"/> OFFICIAL COLLEGE TRANSCRIPT	<input type="checkbox"/> Proof of GT OF 110 (required NOT WAVIER)	<input type="checkbox"/> COPY OF DD FORM 220 and/or DD FORM 214 <i>Must be certified copy.</i>					
<input type="checkbox"/> CERTIFIED COPY OF BIRTH CERTIFICATE	<input type="checkbox"/> COPY OF SSN CARD	<input type="checkbox"/> CERTIFICATE OF SECURITY CLEARANCE OR COPY OF SF 86	<input type="checkbox"/> COPY OF REQUEST FOR AGE WAIVER (if app)	<input type="checkbox"/> COPY OF REQUEST FOR CIVIL CONVICTION WAIVER (if app)							
<p>I certify that the above entries on this application are true and correct to the best of my knowledge. By signing this application, I also understand the following:</p> <p>(1) That I must possess and verify at least 60 SH of college for entrance into the OCS program.</p> <p>(2) That I must pass an entrance APFT conducted by OCS Bn staff within 60 days of the course start date.</p> <p>(3) That I must pass/complete a Chapter 2, AR 40-501 physical no more than ten (10) months prior to the class start date.</p> <p>(4) That I will be released, without prejudice, from OCS training if any pending requests for waiver(s) are denied.</p> <p>(5) That I must complete an active component officer basic branch course, recommended within 12 months and NLT 24 months, of my commission date.</p>											
Print Name: _____				COMMANDER'S SIGNATURE : _____							
TYPE											
Print Name: _____				BN COMMANDER'S SIGNATURE: _____							
TYPE											

**ACCELERATED OCS CHECKLIST**  
**Need original and 1 copy of entire packet**

1. ☐ NGB FORM 62 (APPLICATION FOR FEDERAL RECOGNITION, IN DUPLICATE, AND ALL QUESTIONS ANSWERED)
2. ☐ LETTER OF RECOMMENDATION FOR ACCELERATED PROGRAM FROM MAJOR SUPPORT COMMAND
3. ☐ NGB FORM 60 / DD FORM 368 (IF APPLICABLE)
4. ☐ MILITARY EDUCATION (DA FORM 1059 OR DIPLOMA)
5. ☐ CIVILIAN EDUCATION (ORIGINAL/CERTIFIED TRANSCRIPTS WITH "RAISED SEAL")
6. ☐ PHYSICAL WITHIN 2 YEARS - MUST BE CHAPTER 2 (COMMISSIONING PHYSICAL) SF 88 & 93 OR DD FORM 2807-1 & DD FORM 2808
7. ☐ DA FORM 7349-R IF PHYSICAL IS MORE THAN 12 MONTHS OLD (ANNUAL MEDICAL CERTIFICATE)
8. ☐ DA FORM 705 (PHYSICAL FITNESS TEST) WITHIN 6 MONTHS
9. ☐ DA FORM 5500-R / 5501-R (BODY FAT WORKSHEET - IF APPLICABLE) WITHIN 6 MONTHS
10. ☐ COPY OF SSN CARD OR STATEMENT (FIG 3-3, NGR 600-100)
11. ☐ BIRTH CERTIFICATE (FIG 3-1; 3-2, NGR 600-100)
12. ☐ DA FORM 873 (SECURITY CLEARANCE) OR STATEMENT (FIG 3-5, NGR 600-100) SEE NOTE #2
13. ☐ PRIOR SERVICE DOCUMENTATION (SOURCE OF COMMISSION, DD FORM 214, NGB FORM 22 OR DISCHARGE CERTIFICATE)
14. ☐ DA FORM 2-1 (need to see GT score of 110 or higher) Must be certified copy.
15. ☐ SAT and ACT SCORES (ONLY IF THEY DON'T HAVE A 4 YEAR DEGREE)
16. ☐ AWARDS (ORDERS OR CITATIONS)
17. ☐ NCOERs (LAST 3)
18. ☐ WAIVERS (AGE OR CONVICTION)

**ONLY REQUIRED IF SOLDIER IS NEW TO THE MDARNG**

16. ☐ DA FORM 3685 AND SF 1199A
17. ☐ W-4 (TAX INFORMATION)
18. ☐ DD FORM 2058 (LEGAL RESIDENCE)
19. ☐ SGLV FORM 8286 (SGLI)
20. ☐ DD FORM 93 (EMERGENCY DATA CARD)

**NOTE 1:** CONTINUE IN SUCCEEDING ORDER WHEN A DOCUMENT IS NOT APPLICABLE. ADDITIONAL DOCUMENTATION MAY ALSO BE INCLUDED ON THE BOTTOM OF THE PACKET..

**NOTE 2:** ONLY IF GRANTED INTERIM CLEARANCE BY THE STATE SECURITY MANAGER

## Personal Data Sheet

<b><u>PART A – GENERAL INFORMATION</u></b>		<b><u>PART C – EMERGENCY DATA</u></b>	
*Name:		Next of Kin:	
*SSN:		Street:	
*DOB:	*Age:	City:	
*Gender:		State, Zip:	
State RTI: Maryland		Phone:	
Component: A= ARNG:			
*Unit of Assignment:		<b><u>PART D – MARITAL STATUS</u></b>	
*Unit Address:		<input type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Divorced	
*City:		Project Officer, 70 <sup>th</sup> REGT (LDR) Attn: OCS Selection Board 13720 Omaha Beach Circle Reisterstown, MD 21136-4533 (410) 702-9661 FAX: (410) 702-9680	
*State, Zip:			
*Phone:			
<b><u>PART B – HOME ADDRESS</u></b>		<b><u>PART E – Gaining Unit INFORMATION</u></b>	
Street:		Position:	
City:		Paragraph/Line #:	
State, Zip:		Unit Address	
*Contact Phone:		Unit Phone	
*Email:		Unit Commander:	

THE FOLLOWING INFORMATION IS NEEDED FROM CANDIDATES ONLY.

<b><u>PART F – EMPLOYER INFORMATION</u></b>		<b><u>PART I – RACIAL BACKGROUND</u></b>	
Company:		<input type="checkbox"/> American Indian <input type="checkbox"/> Alaskan Native <input type="checkbox"/> Asian American	
Street:		<input type="checkbox"/> Pacific Islander <input type="checkbox"/> Black (Non-Hispanic) <input type="checkbox"/> Hispanic	
City:		<input type="checkbox"/> White (Non-Hispanic) <input type="checkbox"/> Other <input type="checkbox"/> Unknown	
State, Zip:		<input type="checkbox"/> Not Disclosed	
Civilian Occupation:			
<b><u>PART G – PRIOR SERVICE DATA</u></b>			
*Rank prior to OCS:			
*MOS prior to OCS:		<b>FOR OFFICE USE ONLY</b>	
*Years Active Duty:		<b>PART J – BRANCH SELECTIONS (CANDIDATES)</b>	
*Years Reserve Duty:		<b>THREE CHOICES</b>	
Total Time in Service:		1.	
		2.	
<b><u>PART H – CIVILIAN EDUCATION</u></b>		3.	
*Type of Degree (Choose One)		If You don't have a degree:	
<input type="checkbox"/> Associate <input type="checkbox"/> Bachelor <input type="checkbox"/> Masters <input type="checkbox"/> Doctorate		Number of years in College: _____	
		*Qtr Credits: _____ or *Semester Credits: _____	
		*Are you attending a college now? <input type="checkbox"/> Yes <input type="checkbox"/> No	

## PREPARING THE OCS STUDENT AUTOBIOGRAPHY

**SUBJECT AREA:** Written Communication

**ASSIGNMENT:** Write an OCS Student autobiography of 4-5 pages (1000 words max.)

### ASSIGNMENT INFORMATION:

- A. Substance:** Generally speaking, a writer reflects upon and describes his/her life, or part of it, in an autobiography. For your first assignment as an OCS student, You will be requested to write an OCS Student autobiography, focusing on that part of your life which has led you to consider becoming an Army Officer. Here are some suggestions for proceeding with this assignment:
- (1) Present vital statistics: date, place of birth, places of residence, schools you have attended, family background, and prior military service or experiences.
  - (2) Describe special events in your life; relate circumstances and happenings that make you different, that help make you what you are, and that you expect your audience to find memorable.
  - (3) Tell what you expect to contribute to society through gaining an education and what you may contribute by completing OCS requirements and gaining a commission.
  - (4) **NOTE:** One of your principle writing tasks is to develop a fluid, readable narrative of your life, so do not merely list responses to these suggested questions. Instead, weave your responses into a narrative story of your life and your expectations in life and how this relates to your goal of earning a commission in the military
- B. Format:** Final paper will be typed or computer-printed on one side only. Number each page (except the first page-cover sheet) on the center bottom of the page. The cover sheet format is provided. Your autobiography will start on the second page and be numbered "1" in the numbering sequence of all the remaining pages.
- C. Fasten a head and shoulders photo** you yourself (3" x 5" or 4" x 6" photos or digital camera printouts on high-quality paper are acceptable) in uniform (BDUs) to the bottom of the cover sheet. Use "Scotch Magic Tape" to fasten photo to cover sheet. Local policy SOP may require your class to schedule a date for all of you to take photos together, or you may wish to get together with classmates and take each picture.
- D. Evaluation:** OCS Staff members will evaluate your autobiography. The OCS Selection Board of Officers will read and review your autobiography to formulate initial opinions about you. Your autobiography will be judged on four criteria: *content, organization, readability, and present ability*. Evaluators will consider the following questions as they make their evaluation.
- (1) Substance. How much specific detail have you used? (Generally, the more detail the better) How appropriate is the detail? How well does the reader get to "know" you, solely on the bases of your autobiography?
  - (2) Organization. Does your paper develop smoothly? Does each part relate well with the rest of your paper? Do you relate your earlier life to your present situation in college: Do your expectations regarding the future emerge clearly from what you reveal of your past and present?

- (3) Style. Have you used effective transitions? Have you written directly? Have you chosen familiar, unpretentious vocabulary? Have you avoided long, cumbersome sentences? On the other hand, have you also avoided an extended series of very simply structured sentences? Has your punctuation assisted rather than hindered or confused your reader? Overall, have you observed the conventions of standard written English?
- (4) Correctness. Is your text carefully proofread, and free of typographical errors? Have used proper format? Is your text neat, and free of smudges and wrinkles?

E. Acknowledgements: Most writers benefit from various kinds of assistance. Most texts are read in draft form by trusted readers who offer suggestions for improving the text. Also, many writers use proofreaders and typists. Many colleges have tutorial services or writing centers where students can get individual assistance in writing. All writers have an ethical obligation to acknowledge all such forms of assistance. If you need or want assistance in writing your autobiography, do not hesitate in obtaining it. However, you must understand that the substance and content of your autobiography must be your own work. If you receive help in preparing your autobiography, then you must acknowledge it on your cover sheet as such:

\_\_\_\_\_ (Name/Title) \_\_\_\_\_ read an early draft of my autobiography and offered recommendations.

\_\_\_\_\_ (Name/Title) \_\_\_\_\_ proofread my final draft and/or the final text.

\_\_\_\_\_ (Name/Title) \_\_\_\_\_ typed or word-processed my final text.

If you received no assistance, simply write "none" below the acknowledgements entry on the cover sheet.

**Cover Sheet  
Format**

OCS Student Autobiography  
by

NAME: (*Last, First, Middle*)

OCS Program (*State*)

OCS Class Number

Date Prepared

Acknowledgements:

*OC  
Photo*



## EXAMPLE

### CHAPTER 3

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#### UNIT COMMANDER'S LETTER OF RECOMMENDATION

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(UNIT HEADING)

MEMORANDUM THRU: (Each intervening headquarters must endorse)

FOR: Commander, HQs 70<sup>TH</sup> REGT (LDR), 1ST BN (OCS), 70TH REGT (LDR), 13720 Omaha Beach Circle, Reisterstown, MD 21136-4533

1. After thorough consideration, I recommend \_\_\_\_\_ to attend the MDARNG OCS Program. He has been a member of this unit for \_\_\_\_\_ months and I have been his unit commander for \_\_\_\_\_ months.

2. My recommendation is based on the following reasons:

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3. This applicant has received the following letters of recommendation, letters of appreciation, medals awards, etc.

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4. I understand that if this applicant is accepted, he will be attached to the HQs 70<sup>th</sup> Regiment (LDR), 1ST BN (OCS), and 70<sup>th</sup> REGT (LDR) for administration, pay and training (USAR and Active Component excluded from pay). I have personally interviewed the applicant and believe that he possesses the traits necessary to become an officer, and that I would be willing to accept him as an officer in this unit upon successful completion of the MDARNG OCS Program. I have reviewed information on individual's application and to the best of my knowledge, it is correct.

5. Applicant has been thoroughly oriented concerning the rigid standards of military courtesy, discipline, and appearance in practice at the HQs 70<sup>th</sup> REGT (LDR), 1ST BN (OCS), 70<sup>th</sup> REGT (LDR) and has indicated to me that he is prepared to spend the time required for study and attendance at the School.

6. I further certify that the individual attained test scores as indicated:

a. GT:

b. Highest Civilian Education completed

7. Unit sponsor designated: (Name, Rank, Unit, Home and Business Address, Home and Business Telephone)

//////////SIGNED//////////

JOHN R. DOE  
CPT, CM, MDARNG  
Commanding

**EXAMPLE**

AGE WAIVER

**HEADQUARTERS 70<sup>TH</sup> REGIMENT (LDR)  
CAMP FRETTERD MILITARY RESERVATION  
13720 OMAHA BEACH CIRCLE  
REISTERSTOWN, MARYLAND 21136-4538**

MDARNG-70LDR-CDR)

5 March 2006

MEMORANDUM FOR Commander, JFHQ-MDARNG, ATTN: MD-JFHQ-ARPO, Fifth  
Regiment Armory, Baltimore, MD 21201-2288

SUBJECT: Request Waiver of Age – Maximum Age Limit for Enrollment in the ARNG OCS Program  
and Commissioning as a Second Lieutenant

1. Recommend Approval for the following Candidate:

DON, JOSEPH W. ,222-22-2222 (DOB: 08 DEC1972)

2. POC is SFC Dyky at 410-702-9662.

APPROVAL: \_\_\_\_\_

DATE: \_\_\_\_\_

DISAPPROVAL: \_\_\_\_\_

//////////SIGNED//////////

JOHN R. DOE  
CPT, CM, MDARNG  
Commanding

**EXAMPLE**

**HEADQUARTERS 70<sup>TH</sup> REGIMENT (LDR)  
CAMP FRETTERD MILITARY RESERVATION  
13720 OMAHA BEACH CIRCLE  
REISTERSTOWN, MARYLAND 21136-4538**

(Office Symbol)

(Date)

MEMORANDUM THRU: Office of the Adjutant General, State of Maryland, ATTN: AGPO, 4105 Reedy Creek Road, Raleigh, Maryland 27607-6410

FOR: The Adjutant General of Maryland

SUBJECT: Medical waiver request for commissioning

1. I request that a Medical waiver be granted for commissioning for OC Doe, John, 999-99-9999.
2. The following is pertinent information on the applicant:
  - a. Summary of Civilian Employment.
  - b. Summary of Educational Background.
  - c. Summary of Military Background.
  - d. Test scores: GT: \_\_\_\_\_
3. Brief description of the Candidate's positive attributes to justify granting a waiver for Commission.
4. POC for this request is the undersigned at (555) 555-1212.

//////////SIGNED//////////

JOHN R. DOE  
CPT, CM, MDARNG  
Commanding

Encl.

- 1- Certified copy of 2-1
- 1- Current copy of APFT
- 1- Copy of College Transcripts
- 1- Copy of Chapter 2 Physical

## EXAMPLE

HEADQUARTERS 70<sup>TH</sup> REGIMENT (LDR)  
CAMP FRETTERD MILITARY RESERVATION  
13720 OMAHA BEACH CIRCLE  
REISTERSTOWN, MARYLAND 21136-4538

(Office Symbol)

(Date)

MEMORANDUM THRU: Office of the Adjutant General, State of Maryland, ATTN: AGPO, 4105 Reedy Creek Road, Raleigh, Maryland 27607-6410

FOR: The Adjutant General of Maryland

SUBJECT: Education waiver request for attending OCS.

1. I request that a waiver of the AIT requirement for OCS attendance be granted for OC Doe, John, 999-99-9999.
2. The following is pertinent information on the applicant:
  - a. Summary of Civilian Employment.
  - b. Summary of Educational Background.
  - c. Summary of Military Background.
  - d. Test scores: GT: \_\_\_\_\_
3. Brief description of the Candidate's positive attributes to justify granting a waiver for attendance.
4. POC for this request is the undersigned at (555) 555-1212.

//////////SIGNED//////////

JOHN R. DOE  
CPT, CM, MDARNG  
Commanding

Encl.

- 1- Certified copy of 2-1 Must be certified copy.
- 1- Current copy of APFT
- 1- Copy of College Transcripts
- 1- Copy of Chapter 2 Physical

**MARYLAND ARMY NATIONAL GUARD  
1<sup>ST</sup> BATTALION, 70<sup>TH</sup> REGIMENT (OCS)  
Governor William Donald Schaefer Building  
Camp Fretterd Military Reservation  
13720 Omaha Beach Circle  
Reisterstown, Maryland 21136-4538**

RTI-MD (600)

12 December 2006

MEMORANDUM FOR Commander, 1-70<sup>TH</sup> REGT (LDR), OCS, Reisterstown, MD  
21136.

SUBJECT: Request Conviction Waiver for Officer Candidate School

1. UP Para 2-8 NGR 600-100, request a conviction waiver for underage consumption of alcohol and disorderly conduct be approved for the following Candidate in order that he/she may remain in the MD ARNG Officer Candidate School (OCS) Program:

RILEY, SHAWN P. 000-00-0000

2. Request waiver approval for civil conviction.
3. POC: SFC Carrie A. Heinze, OCS Project Manager, 1-70<sup>TH</sup> Regiment. Phone: (410)702-9661.

FOR THE COMMANDER

////SIGNED////  
JOHN R. DOE  
CPT, CM, MDARNG  
Commanding

3 Encls

1. Statement of Circumstances
2. Court Statement
3. Cmd Approval Memos

# POLICE RECORD CHECK

1. DATE OF REQUEST

Form Approved  
OMB No. 0704-0007  
Expires Jan 31, 2001

The public reporting burden for this collection of information is estimated to average 27 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing the burden, to Department of Defense, Washington Headquarters Services, Directorate for Information Operations and Reports (0704-0007), 1215 Jefferson Davis Highway, Suite 1204, Arlington, VA 22202-4302. Respondents should be aware that notwithstanding any other provision of law, no person shall be subject to any penalty for failing to comply with a collection of information if it does not display a currently valid OMB control number.

PLEASE DO NOT RETURN YOUR FORM TO THE ABOVE ADDRESS. RETURN COMPLETED FORM TO ADDRESS SHOWN AT BOTTOM OF FORM.

## SECTION I - (To be completed by Recruiting Service)

2. NAME OF APPLICANT (Last, First, Middle Name(s), Alias)		3. SEX MALE FEMALE	4. PLACE OF BIRTH a. CITY b. COUNTY c. STATE	
5. DATE OF BIRTH	6. RACE/ETHNIC GROUP AMER. INDIAN/ALASKAN NATIVE ASIAN OR PACIFIC ISLANDER		BLACK WHITE	7. SOCIAL SECURITY NUMBER HISPANIC OTHER
8. ADDRESS IN ADDRESSEE'S JURISDICTION (See "MAIL TO" block) a. NUMBER AND STREET (Include apartment no.) b. CITY			9. DATES RESIDED AT THIS ADDRESS c. STATE d. ZIP CODE a. FROM b. TO	

## 10. PERSON MAKING THIS REQUEST

a. NAME (Last, First, Middle Name(s))	b. RANK	c. SIGNATURE	d. TITLE
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## SECTION II - (To be completed by Applicant)

### PRIVACY ACT STATEMENT

**AUTHORITY:** Title 10 United States Code, Sections 504, 505, 508, 520(a), and 12102; E.O. 9397.

**PRINCIPAL PURPOSE:** To determine eligibility of a prospective enlistee in the Armed Forces of the United States.

**ROUTINE USES:** Information collected on this form may be released to law enforcement agencies engaged in the investigation or prosecution of a criminal act or the enforcement or implementation of a statute, rule, regulation or order; to any component of the Department of Justice for the purpose of representing the DoD.

**DISCLOSURE:** Voluntary; however, failure of the applicant to complete Section II may result in refusal of enlistment in the Armed Forces of the United States.

The data are for OFFICIAL USE ONLY and will be maintained and used in strict confidence in accordance with Federal law and regulations. Making a knowing and willful false statement on this DD Form 369 may be punishable by fine or imprisonment or both. All information provided by you, which possibly may reflect adversely on your past conduct and performance, may have an adverse impact on you in your military career in situations such as consideration for special assignment, security clearances, court martial and administrative proceedings, etc.

## 11. I HEREBY CONSENT TO RELEASE FROM YOUR FILES THE INFORMATION REQUESTED BELOW.

SIGNATURE

## SECTION III - (To be completed by Police or Juvenile Agency)

The person described above, who claims to have resided at the address shown above, has applied for enlistment in the Armed Forces of the United States. Please furnish from your files the information relative to Section III below. A return envelope is provided for your convenience.

12. HAS THE APPLICANT A POLICE OR JUVENILE RECORD, TO INCLUDE MINOR TRAFFIC VIOLATIONS? (If YES, what was the offense or charge, date, disposition and sentence?)	YES	NO
13. IS APPLICANT NOW UNDERGOING COURT ACTION OF ANY KIND? (If YES, give details.)	YES	NO

THIS IS TO CERTIFY THAT THE ABOVE DATA AS CORRECTED ARE TRUE AND CORRECT ACCORDING TO THE RECORD ON FILE IN THIS OFFICE. THIS INFORMATION IS CONFIDENTIAL AND CANNOT BE USED IN ANY OTHER MANNER EXCEPT FOR OFFICIAL PURPOSES.

14. DATE	15. TITLE	16. VERIFIED BY (Signature)
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LAW ENFORCEMENT AGENCY MAIL TO:	RECRUITING AGENCY MAIL FROM:
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**OFFICER CANDIDATE SCHOOL  
INTERIM SECURITY CLEARANCE STATEMENT**

1. I \_\_\_\_\_ UNDERSTAND THAT MY APPOINTMENT AS A COMMISSIONED OFFICER IN THE NATIONAL GUARD IS BEING ACCOMPLISHED PRIOR TO COMPLETION OF REQUIRED SECURITY INVESTIGATION AND ISSUANCE OF A SECRET SECURITY CLEARANCE. I FURTHER UNDERSTAND THAT AS A RESULT OF THE POST-COMMISSIONING INVESTIGATIVE PROCESSES, I AM DETERMINED TO BE UNACCEPTABLE FOR APPOINTMENT AS A COMMISSIONED OFFICER; I WILL BE DISCHARGED FROM THE NATIONAL GUARD AND THAT I WILL RECEIVE AN APPROPRIATE DISCHARGE CERTIFICATE.
  
2. I UNDERSTAND THAT SHOULD I MAKE ANY FALSE STATEMENTS OR ANY UNFAVORABLE INFORMATION APPEARS DURING THE INVESTIGATION, THE INTERIM CLEARANCE WILL BE REVOKED, THE INITIAL APPOINTMENT VOIDED, FEDERAL RECOGNITION WITHDRAWN, AND I WILL BE REVERTED TO MY PRIOR STATUS.

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
PRINTED NAME

\_\_\_\_\_  
DATE

## **CHAPTER 4**

### **FEDERAL-RECOGNITION PACKET STANDARDS**

The candidate federal-recognition checklist should be used as the cover for the candidate's federal-recognition packet. If attending accelerated course must be complete and will be submitted upon entering Phase I.

- A- NGB Form 62-E, TYPED by home unit, candidate signs with complete signature, full name, no initials. Leave branch and unit assignments blank. Make certain criminal history, etc. matches waivers included in packet.
- B- OCS Completion Certificate, RTI provides this document.
- C- Accredited College Transcript, (Cannot state "Issue To Student") This should be their most current transcript. It must be from an accredited college and mailed directly to NC Adjutant General Education Support Office (AGESO). Minimum 90 semester (not quarter) hours.
- D- Commissioning Physical Must be a Chapter 2 Commissioning Physical, completed within the preceding 24 months prior to commissioning. If older then 12 mo. include an annual medical certificate signed by authorized medical personnel
- E- DA Form 705/APFT Scorecard, with height and weight, provided by 1ST BN (OCS), 70TH REGT (LDR).
- F- DA Form 5500 Body Fat Content Worksheet, (when applicable) provided by 1ST BN (OCS), 70TH REGT (LDR).
- G- Social Security Card, must be a legible copy of an actual social security card issued by the administration. DRIVER'S LICENSES, ETC. ARE NOT SUFFICIENT.
- H- Birth Certificate, candidates need to provide a photocopy of their birth certificate. No other documentation is acceptable for U.S. born citizens.
- I- Naturalization Certificate, if the candidate is not U.S. born and has naturalized they must provide their naturalization certificate. RTI will compose a memo confirming citizenship. ONLY US CITIZENS ARE ELIGIBLE FOR COMMISSION.
- J- DD 214/DD 220/NGB 22 must provide copies of documentation of all prior active duty service, short or long tours, BCT, AIT, prior service, etc.
- K- Verification of Secret Clearance, Obtain the Clearance Verification letter from J-1. If candidate posses an Interim Clearance a "Statement of Understanding" is required.
- L- Copies of Waivers, Same as in Pre-Requisite. These are the final approved waivers and must be provided, if approved, by the proper authorities.



**APPLICATION FOR FEDERAL RECOGNITION AS AN ARMY NATIONAL GUARD OFFICER OR WARRANT OFFICER  
AND APPOINTMENT AS A RESERVE COMMISSIONED OFFICER OR WARRANT OFFICER OF THE  
ARMY IN THE ARMY NATIONAL GUARD OF THE UNITED STATES**

(SEE INSTRUCTIONS LAST PAGE) The proponent agency is NGB-ARZ-HRP-O  
PRIVACY ACT STATEMENT

1. Authority: Title 32 USC 307, 10 USC 10204, and Executive Order 9397
2. Principle Purpose: To record proceedings of a Federal Recognition Examining Board.
3. Routine Uses: None
4. Disclosure: Voluntary. If individual does not provide the information requested by the Board, Federal recognition may be denied.

1 Jan 2005

From SMITH JOHN JOE 123-45-6789  
(Last Name) (First Name) (Middle Name) (Social Security Number)

Thru The Adjutant General, State of State of Texas

To: Chief, National Guard Bureau, Washington, D. C. 20310

**DO NOT FILLIN THIS AREA**

2. In connection with the application, I submit the following information, which I certify to be correct to the best of my knowledge:
- a. Permanent Home Address: 123 Main Street ANYTOWN 12345  
(Number & Street) (City)
- SMITH TX  
(County) (State)
- b. Business Address: 123 Main St, Anytown, TX 12345
- c. Date of Birth: 01 Jan 01 White  
(Day) (Month) (Year) (Race)  
Almerican Indian, Alaskan Native, Asian American, Pacific Islander, Black (non-Hispanic), Hispanic, White (non-Hispanic), Other, Unknown
- d. Place of Birth: Anytown SMITH NEW YORK  
(City) (County) (State)
- e. Are you a citizen of the United States by birth or naturalization? YES (If the latter, append evidence in form of certificate by an officer who has seen your naturalization papers).
- f. Number and relationship of dependents: 1 Wife
- g. Nearest relative, relationship and address: Jane Smith, Wife, 123 Main ST, Anytown, TX, 12345
- h. Marital status (single, married, widowed or divorced): Married
- i. Present occupation, years of experience in same, and name and address of employer, if any:  
Logger, 15 years, Joes Tree Farm, 123 Main ST Anytown, TX
- j. Experience in other lines and years of same: NONE
- k. Membership in professional societies: \_\_\_\_\_
- l. Decorations, citations, and commendations (attach copies): \_\_\_\_\_
- m. Are you at present a member of any component of the Armed Forces? YES  
 If so, list grade, branch, component, organization and aeronautical rating held, if any.  
E-4, 11B, TXARNG
- n. Were you ever rejected for military service or appointment as a commissioned or Warrant Officer? NO If so, state when and where rejected and cause.
- o. Are you now receiving a disability allowance, disability retired pay, or pension as a result of military service? ☐ Yes ☐ No  
 If so, give details under paragraph 2.3.)

NGB FORM 62-E, APR 99, (EF) (Adobe V. 4.0)

**EXAMPLE  
COPY**

p. Have you ever been separated from the military by reason of reclassification, or board action or have resigned in lieu of reclassification, board action or court martial proceedings? NO If so, give date, place and details \_\_\_\_\_

q. Have you ever been court martialled? NO If so, give date, place, charge and final disposition \_\_\_\_\_

r. Have you ever been arrested or convicted by a civil court for other than minor traffic violations? YES If so, give date, place, charge and sentence. DWI, 01 Jan 97, \$1500 Fine 10 Days in Jail, Anytown, TX

s. Schools: (1) Civilian (if GED completed, attach evidence)

NAME OF HIGH SCHOOL COLLEGE, ETC.	LOCATION (CITY & STATE)	NO. OF YEARS ATTENDED	GRADUATED YES OR NO	YEAR	COURSE	DEGREE
My High School	Anytown, TX	4	YES	1984	General	General
Smithville University	Anytown, TX	4	YES	1988	History	BS History

(2) Service Schools

NAME OF SCHOOL	LOCATION	DATES OF ATTENDANCE	COURSE	GRADUATED (YES OR NO)
Infantry School	FT Benning GA	1 Jan 00 - 15 Apr 00	BCT/AIT	Yes
NCOA	Camp Smith, LA	1 Jan 01 - 14 Jan 01	PLDC	Yes

(3) Army Extension Courses (if completed, attach evidence)

NAME OF SCHOOL	PHASE OR SERIES NO.	COMPLETED (YES OR NO)	DATE OF COMPLETION

t. Record of all Military Service

(1) CHRONOLOGICAL STATEMENT OF ACTIVE FEDERAL SERVICE (ARMY, NAVY, AIR FORCE, MARINE CORPS, COAST GUARD, NATIONAL GUARD IN FEDERAL SERVICE, AND RESERVE OFFICER ON ACTIVE DUTY)

DATES (Indicate month, date and year)		STATION	GRADE	ORGANIZATION	DUTY	FULL NAME AND GRADE OF IMMEDIATE COMMANDING OFFICER
FROM	TO					
Jan 01 2000	Apr 15 2000	FT Benning, GA	E-1	B co 1-52 INF	enlistee	CPT IM Officer
Apr 15 2000	Present	Anytown, TX	E-4	163 Messkit Co	Rifleman	CPT IM Captain

Must match DD Form 214

**EXAMPLE  
COPY**

Must match DD Form 214 or DD Form 220

I the undersigned acknowledge that upon initial appointment as an officer in the Army National Guard I am required to remain in an active status in the ARNG for the remainder of my original statutory obligation or two years, whichever is later, beginning with the effective date of my state appointment orders.

**SIGNATURE SIGN ALL NAMES IN FULL**  
(Sign All Copies)

His/Her appointment is desired to fill the position of  
Vice

Unit address and Para\I.n # with uic

(Sign all request)

### Gaining Unit Commander Signature

Commanding

ENDORSEMENT (Prepared by organization commander)

**Approval recommended**

(Sign all copies)

Commanding

## ENDORSEMENT

The Adjutant General, State of \_\_\_\_\_  
 To: The president of the Examining Board appointed by paragraph \_\_\_\_\_ Orders No. \_\_\_\_\_  
 Headquarters \_\_\_\_\_ Dated \_\_\_\_\_  
 (Address) \_\_\_\_\_

1. It is requested that the applicant be examined under the provisions of section 307 of title 32, United States Code, and the regulations prescribed thereunder, for the grade and branch, stated in this application.
2. The statements of the applicant have been verified as far as practicable and are considered to be correct.

Enclosures \_\_\_\_\_

## ENDORSEMENT

The Adjutant General of \_\_\_\_\_  
 (Address) \_\_\_\_\_

The examination of the applicant has been completed with the result stated in the proceedings of the board herewith enclosed.

Enclosures \_\_\_\_\_

\_\_\_\_\_  
President of the Board

## ENDORSEMENT

The Adjutant General, State of \_\_\_\_\_  
 To: Chief, National Guard Bureau \_\_\_\_\_

1. It is requested that Federal recognition

(First Name) \_\_\_\_\_

(Social Security Number) \_\_\_\_\_

appointed \_\_\_\_\_

and assigned to \_\_\_\_\_

per \_\_\_\_\_

(Give designation of issue) \_\_\_\_\_

vice \_\_\_\_\_

(Name only previous) \_\_\_\_\_

was \_\_\_\_\_

(State position vacated) \_\_\_\_\_

(State: (a) Resignation; (b) Transfer to another vacancy; (c) Promoted; (d) Demoted; (1) own application;  
 (2) Changes in table of organizations; (3) Conversion of unit)

per \_\_\_\_\_

dated \_\_\_\_\_

(Give designation of issuing office, number, and paragraph of order and attach copy of order as enclosure)

2. A copy of the order of appointment and completed oath of office are enclosed.
3. It is further recommended that the request for appointment as a Reserve Officer of the Army, National Guard of the United States contained in the basic communication be approved.

Enclosures (enumerate) \_\_\_\_\_

\_\_\_\_\_  
Adjutant General  
(All copies must be signed)

## INSTRUCTIONS

1. Fill out this form on the typewriter. Every item must be filled out, using the word "none" where applicable.
2. This form will be submitted by the applicant through military channels to the State Adjutant General in sufficient copies to ensure that two completed copies are received by the National Guard Bureau.
3. This form will be executed by all candidates for examination under the provisions of section 307 of title 32, United States Code. When so executed, it serves for the certified statement of the candidate of his or her personal and military history as prescribed by National Guard Regulations.
4. In submitting this form, carefully comply with applicable National Guard Regulations.
5. The State Adjutant General will, if the application meets with his approval, issue instructions for the candidate to report to the president of the examining board which has been previously appointed by the Army commander under the provisions of section 307 of title 32, United States Code. At the same time the State Adjutant General will forward the application by endorsement thereon, with all pertinent papers, to the president of the examining board. Candidates may be ordered before an examining board before appointment, but if examined prior to appointment, the candidate should be appointed as soon as practicable after the successful examination has been completed.
6. The president of the examining board will, upon completion of the examination, forward the application by endorsement thereon, to the State Adjutant General, transmitting therewith the proceedings of the board prepared on National Guard Bureau Form 89, with all pertinent papers.
7. The State Adjutant General will then prepare the endorsement indicated on Page 4 of this form and transmit all papers received from the president of the examining board and such additional ones as may be necessary, to the Chief, National Guard Bureau.

**EXAMPLE  
COPY**

## **MD-RTI/1<sup>ST</sup> BN (OCS), 70<sup>TH</sup> REGIMENT (LDR)**

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### **MD-RTI/1<sup>ST</sup> BN (OCS), 70<sup>TH</sup> REGIMENT (LDR) MAILING ADDRESS:**

HQ's 70<sup>TH</sup> REGT (LDR), 1<sup>ST</sup> BN (OCS), 70<sup>TH</sup> REGT (LDR),  
13720 Omaha beach Circle, Reisterstown, MD 21135-4533

### **IMPORTANT CONTACT NUMBERS:**

#### **MD-RTI/1<sup>ST</sup> BN (OCS), 70<sup>TH</sup> REGIMENT (LDR) HQ, 70<sup>TH</sup> REGT (LDR) OCS**

<b>MAJ Michael Bennett</b>	<b>Regimental OIC</b>	<b>(410)702-9664</b>
<b>SFC Carrie Heinze</b>	<b>Regimental Project Manager</b>	<b>(410)702-9661</b>
<b>SFC Walter Dyky</b>	<b>Regimental Personnel Sergeant</b>	<b>(410)702-9662</b>
<b>SGT Antoinette Williams</b>	<b>Regimental Administrator Sergeant</b>	<b>(410)702-9650</b>

1. **EMERGENCY NOTIFICATION PROCEDURES:** During the drill weekend, there is a 24 hour Charge of Quarters (CQ) located in the S-1 Office of the Schaefer Building **(410)702-9666**. Incoming DSN is **496-9666**. Regimental FAX is **(410)702-9680**.
2. **PAY:** MDARNG soldiers will be attached to the 1<sup>ST</sup> Battalion (OCS), 70<sup>TH</sup> REGT (LDR). You will be paid by your home unit until you are attached to the 1-70<sup>TH</sup> REG. The Regiment will send certificates of performance to USAR units who are responsible for paying USAR soldiers.
3. **MISCELLANEOUS:**
  - a. Be prepared for inclement weather conditions. Visit the 70<sup>TH</sup> Regiment website at; <https://www.md.ngb.army.mil/70th.htm> for announcements.
  - b. **All students must arrive with hair, personal grooming, and uniforms IAW AR 670-1.**
  - c. There is no military clothing sales on post. All items on the packing list must be acquired prior to arrival.
  - d. There is no bank or ATM on post.
  - e. TA-50 will be issued by the 1<sup>ST</sup> Battalion (OCS), 70<sup>TH</sup> REGT (LDR).
4. POC is SFC Carrie Heinze at (410)702-9661, FAX (410)702-9680, available Tuesday-Friday 0630-1700 EST. E-Mail: [carrie.heinze@us.army.mil](mailto:carrie.heinze@us.army.mil). Internet Home Page is: <https://www.md.ngb.army.mil/70th.htm>.

## **APPENDIX A**

### **OFFICIAL TRANSCRIPT REQUEST**

\_\_\_\_\_  
Name of Institution

\_\_\_\_\_  
Address

\_\_\_\_\_  
City State Zip

**REGISTRAR:**

Please forward a copy of my OFFICIAL TRANSCRIPT to the following address:

Attn: SFC CARRIE HEINZE  
Project Manager, HQ 70<sup>th</sup> Regiment (LDR)  
3720 Omaha Beach Circle  
Reisterstown, MD 21136-4533  
(410) 702-9661 FAX: (410) 702-9680

The official transcripts must be sealed from the school.

Thank You,

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
City State Zip

\_\_\_\_\_  
Social Security Number

## **APPENDIX B**

### **APPLICANT'S STATEMENT TO ATTEND OFFICER BASIC COURSE**

I understand that upon completion of the Maryland Army National Guard Officer Candidate Program and the acceptance of a commission as a Second Lieutenant that I am required to attend and complete my resident Branch Officer Basic Course within 18 months of my commissioning date. I have 60 college semester hours in a baccalaureate degree-seeking program. I understand that I must have completed 90 college semester hours to be commissioned.

DATE: \_\_\_\_\_

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
NAME (PLEASE PRINT)

## APPENDIX C

### STATEMENT OF OFFICER CANDIDATE

FULL NAME: \_\_\_\_\_  
(First) (Middle) (Last)

SSN: \_\_\_\_\_

GRADE/RANK: \_\_\_\_\_

UNIT OF ASSIGNMENT: \_\_\_\_\_

1. Were you ever rejected for military service or appointment as a commissioned officer or warrant officer? \_\_\_\_\_ Yes \_\_\_\_\_ No (if yes, explain)

2. Are you now receiving disability allowance, disability retirement pay or pension as a result of military service? \_\_\_\_\_ Yes \_\_\_\_\_ No (If yes, explain)

3. Have you ever been separated from military service by reason of reclassification, board action or ever resigned in lieu of reclassification, board action or court-martial proceedings? \_\_\_\_\_ Yes \_\_\_\_\_ No (If yes, explain)

4. Have you ever been court-martialed? \_\_\_\_\_ Yes \_\_\_\_\_ No (If yes, explain)

5. Have you ever been arrested or convicted by a civil court for other than minor traffic violations? \_\_\_\_\_ Yes \_\_\_\_\_ No

6. List all previous arrests, charges and convictions to include traffic violations:  
(USE REVERSE IF NECESSARY)

<u>Date of Offense</u>	<u>Nature of Offense</u>	<u>Judicial Decision</u>	<u>LOCATION</u>	<u>Fine and Court Cost</u>
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I hereby certify that the above statements accurately reflect my current status in regards to previous court-martial, previous charges and convictions and medical disability. I further understand that my failure to have revealed accurate information will result unfavorable toward my continuing in the OCS Program.

DATE: \_\_\_\_\_  
(Signature)



# Appendix G

## PACKING LIST

### G-1. GENERAL 1<sup>ST</sup> BN (OCS) 70<sup>TH</sup> REG PHASE I OCS PACKING LIST

MINIMUM QUANTITY	ITEM DESCRIPTION	ITEM # / NSN	X = ON HAND
<b>HOME STATE S-1 / ADMIN ISSUED ITEMS</b>			
1 each	Identification Card, Military	DD Form 2	
1 pair	Tags, Personnel ID w/ chain		
5 each	Orders, Annual Training		
<b>ISSUED CLOTHING</b>			
1 each	Belt, Trousers	B60252	
2 pair	Boots, Combat, Black/ Improved H/W 390DES (Tan)	C06749/8430-01-325	
1 each	Buckle, Belt, Black/ Belt Combat Rigger, Olive drab/Tan	C32045/ 8415-01-480-5350	
2 each	Cap, BDU/ACU (must match BDUs, i.e. lightweight for lightweight BDUs)	C01123	
1 each	Coat, Cold Weather, BDU or Jacket, Gore-Tex™	E43851	
1 pair	Gloves, Shell, Black Leather w/ inserts	J63269	
4 each	Coat, BDU/ACU (Temp & HW)	C64956/C43302	
1 each	Jacket, IPFU	NSN based on size	
1 pair	Pants, IPFU	NSN based on size	
1 each	Shirt, long sleeve, IPFU	NSN based on size	
2 each	Shirt, short sleeve, IPFU,	NSN based on size	
2 each	Shorts, black, IPFU	NSN based on size	
1 each	Cap. knit, black (watch cap)	8405-01-006-1074	
10 pair	Socks, Wool, Boot	T93335	
4 pair	Trousers, BDU/ACU (Temp & HW)	T35160/T52743	
6 each	Undershirt, Brown/Tan	X86565/8440-01-504	
<b>INDIVIDUAL EQUIPMENT</b>			
1 each	Bag, Duffel	B14729	
1 each	Bag, Sleeping (Mummy or MSS)	T71706	
1 each	Bag, Waterproof	B15825	
1 each	Bag, Laundry	B13907	
1 each	Belt, Individual Equipment	B59567	
2 each	Canteen, Water, Plastic (1 qt)	C96536	
1 each	Case, First Aid	D11812	
2 each	Case, Small Arms	D64043	
1 each	Compass, Lensatic with case & Lanyard (FUNCTIONAL)	E63317	
2 each	Cover, Canteen	F30391	
1 each	Cup, Canteen	F54817	
1 each	Entrenching Tool w/ Carrier	L00210/D11812	
1 each	Flashlight, (w/ all lenses and batteries)	6230-00-264-8261	
1 each	Frame, Strap, Shoulder (ALICE)	H90705	

1 each	Helmet, PASGT (Kevlar) (Without cover)or (ACH) Advanced Combat Helmet	K34733/ 8470-01-506	
1 each	Jacket, Wet Weather	N39848	
<b>MINIMUM QUANTITY</b>	<b>ITEM DESCRIPTION</b>	<b>ITEM # / NSN</b>	<b>X = ON HAND</b>
<b>INDIVIDUAL EQUIPMENT (continued)</b>			
1 each	Poncho	P17415	
1 each	Liner, Poncho	L70789	
1 each	Mat, Sleeping	M37042	
1 pair	Overshoes, Wet Weather	N39848	
1 each	Ruck, ALICE, with frame (recommend LARGE)	H39835	
1 each	Shelter half, w/ 1 rope, 3 poles, & 5 stakes (snaps, not buttons)	T00150	
1 pair	Suspenders, individual equipment or Tactical Load Bearing Vest	U73323	
1 pair	Trousers, Wet Weather	N37752	
<b>HOME STATE ISSUED ITEMS</b>			
1 each	Bee-sting allergy kit (by prescription)		
5 each	Bag, Zip-Lock, Plastic (12 x 12)	8105-00-837-7757	
5 each	Bag, Zip-Lock, Plastic (8 x 8)	8105-00-837-7755	
5 each	Bag, Zip-Lock, Plastic (6 x 6)	8105-00-837-7754	
1 roll	Tape, OD, 1"	7510-00-890-9872	
1 pair	Plug, Ear w/ case	6515-01-100-1674	
3 each	Pen, Black, ball-point	7520-01-060-5820	
2 each	Pen, Sharpie, fine point, black	7520-01-360-7742	
1 each	Ruler, 12"	7510-00-935-1005 or 7510-00-161-6215	
1 each	Sewing Kit	8315-01-222-0680	
2 each	Book, Memo 3.5" x 4.5"	7530-01-060-7511	
1 each	Marker, Permanent, Black	7520-00-973-1059	
1 each	Notebook, Steno Type	7530-00-223-7939	
1 pack	Paper, Loose Leaf	7530-00-559-9836	
2 packs	Index Cards, 3" x 5" (100 per pack)	7530-00-247-0325	
1 set	Pens, Alcohol, super fine, red, blue, black, green	7520-01-392-5295	
1 each	Pen, cleaning (alcohol)	7520-01-385-5271	
2 each	Pencil, mechanical	7520-00-590-1878	
2 each	Coordinate Scale and Protractor	GTA 5-2-10	
1 each	Camouflage Compact or Stick	6850-01-262-0635	
25'	Cord, 550	4020-00-262-2019	
2 sets	Insignia, OCS, non-subdued (on uniforms)	8455-00-985-7452	
6 sets	Insignia, OCS, subdued	8455-00-126-9290	
1 each	Calamine Lotion	6505-00-687-4534	
1 each	Chigg-Away	6505-01-137-8456	
1 each	Foot Powder	6505-01-008-3054	
1 each	Insect Repellant	6840-01-003-9590	
1 each	Lipstick, Anti-Chap	6505-01-436-0607	
1 each	Pre-Sun 15, 4 oz	6505-01-121-2336	

1 each	Whistle, Plastic, Black or Dark Green	8465-00-254-8803	
1 each	Camelback (Camo or black) <b>OR</b> 2qt canteen	71000	
MINIMUM QUANTITY	ITEM DESCRIPTION	ITEM # / NSN	X = ON HAND
<b>COMMON ITEMS</b>			
1 each	Athletic Supporter (Male)		
3 each	Brassiere, Athletic/Sports type (Female)		
1 kit	Polish, Shoe		
1 pair	Shoes, Running		
1 pair	Shoes, shower		
2 pair	Laces, Combat Boot (spares)		
5 pair	Socks, White, Running (no logos or stripes; length = between ankle & mid-calf)		
2 each	Tabs, Blousing (Velcro)		
1 kit	Toilet Articles, (as required): toothbrush, toothbrush case, toothpaste, soap, soap dish, shaving gear, mirror, comb or small brush, feminine hygiene articles, dental floss, mouthwash, antiperspirant.		
3 each	Towel, Bath, Brown	W69891	
2 each	Washcloth, Brown		
6 each	Undergarments		
3 each	Padlock, combination (SERVICEABLE, must fit on duffle bag)		
1 each	Watch, Wrist		
1 pair	Blousing rubbers (elastic with hooks)		
2 rolls	Tape, Black electrical		
1 each	Sewing Kit	8315-01-222-0679	
<b>MISCELLANEOUS</b>			
10 each	Coat Hangers, Copper		
2 pair	<b>Government Issued</b> eyeglasses (if required by prescription; no contacts) 1 pr worn, 1 extra		
1 set	Civilian clothes (worn in transit)		
4 each	Battery, D cell (2 in flashlight)	6135-00-120-1020	
	Money to cover incidental expenses – do <b>not</b> bring excessive amounts of money to training.		
<b>COLD WEATHER ADDENDUM (Do not bring unless instructed to do so)</b>			
1 each	Cap, Cold Weather (Pile Cap)	NSN varies by size	
2 each	Top, Underwear, Polypropylene or Slik weight underwear(top & bottom)	U86178 8415-01-501	
2 each	Bottom, Underwear, Polypropylene	D49418	
1 each	Trousers, ECWS/ACU (Gore-Tex™)	T35375	
1 pair	Boots, ECWS (Gore-Tex™)	B09054	

G-2. **ROAD MARCH.** All personnel will wear the following items:

- a. Battle dress uniform (woodland pattern) or Army Combat Uniform (ACU)
- b. Kevlar helmet. Candidates will wear a stripped Kevlar helmet (no cover or band). The commander may authorize the wear of the BDU patrol cap/TAC black hat during foot marches under heat category IV or V conditions.
- c. The pistol belt with suspenders/load-bearing vest (LBV) worn snugly around the waist and fastened. LBE/LBV is worn IAW Basic OC Field Uniform (Appendix C).
- d. All candidates carry a weapon (M4/M16) or "dummy" training aid.
- e. Items worn outside the rucksack:
  - (1) Entrenching tool with carrier attached to the bottom right side (as worn).
  - (2) Sleeping mat rolled and secured under the top straps.
  - (3) Two-quart canteen with carrier attached to the bottom left side (as worn). If candidates have the Camelback device in lieu of the two-quart canteen, OCs secure the Camelback according to the commander's guidance.
  - (4) Wet-weather top or poncho in the lower center pocket.
- f. Contents of Rucksack. The OC chain of command determines the items carried inside the rucksack. Items carried inside the rucksack should be tailored for expected weather and mission requirements. The rucksack **must** weight between 35 and 40 pounds at the completion of the road march.
  - (1) All personnel must secure the helmet chin strap with black or olive drab tactical tape (100 mph)
  - (2) Include additional items not listed that your state TAC's recommend you bring (item/items must be relevant to the mission)